Procedures for Institutional Notification to the Department of New GE Programs
Attachment to Gainful Employment Electronic Announcement #5

Following are procedures for institutional notification to the Department of new GE Programs using Federal Student Aid's (FSA's) Application for Approval to Participate in the Federal Student Financial Aid Programs (E-App).

- New **Non-Degree GE Programs** at all institutions must be reported. Please follow the steps described below for reporting new Non-Degree GE Programs:

  - Open the institution's E-App at www.eligcert.ed.gov .

  - Section A, Question 1, select **Update Information** and select "Nondegree/Vocational Program."

  - Section E, Questions 26 and 27, complete as appropriate to report new non-degree programs. Note: In Question 27 the **Date First Provided** can be a future date.

  - Section K, Question 69, enter the following - "This application includes notification of new gainful employment program(s). The required documentation will be mailed with the signature page."

  - Section L, enter requested information, print and sign.

  - Submit the application electronically following the instructions in the E-App.

  - Mail the following to the address provided in the E-App:

    - Signature page,

    - Current letter of accreditation and any attachments

    - Current valid state license or other authorization, and

    - Written notice of intent to offer an educational program (see attached Notice Format for Intent to Offer an Educational Program).

- New **Degree GE Programs** at proprietary institutions must now be reported. Please follow the steps described below for reporting new Degree GE Programs:

  - Open the institution's E-App at (www.eligcert.ed.gov).

  - Section A, Question 1, select **Other** and specify "Reporting New Gainful Employment Degree Programs."

- Section E, Question 26, check all that apply.

- Section E, Question 26, check box "g." Box "g" must be checked even if the institution does not offer non-degree programs and regardless of the degree level of the degree programs offered.

- Section E, Question 27b, click the link: **Click here to add an undergraduate non-degree program.** Use this link for degree programs as well as for non-degree programs. Note: The **Date First Provided** can be a future date.

  - Enter the details for any new **_non-degree_** undergraduate programs which fall under Question 26g.

  - Enter details about all **_degree_** programs for which you are providing notification. Indicate the type of degree (Associate, Bachelor, Master, Doctoral, or specific professional degree) as part of the program name in the **Name of Program** field.

- Section K, Question 69, enter the following - "This application includes notification of new gainful employment program(s). Details for new degree programs are provided in Question 27b as directed by the Department. The required documentation will be mailed with the signature page."

- Section L, enter requested information, print and sign.

- Submit the application electronically following the instructions in the E-App.

- Mail the following to the address provided in the E-App:

  - Signature page,

  - Current letter of accreditation and any attachments,

  - Current valid state license or other authorization, and

  - Written notice of intent to offer an educational program (see attached Notice Format for Intent to Offer an Educational Program).

Contact Information

If you have any questions about this information, you may contact the School Participation Team (SPT) for your state. The telephone numbers for the SPTs can be found at www.eligcert.ed.gov .